

# Human Resources

JULY 2025

## Discounts Galore with Blue365

Did you know that, as Blue Cross Blue Shield members, you have access to exclusive discounts on gym memberships, wearables, weight loss programs, and more? With Blue365, it is easier and more economical for you to workout, eat healthy, and live well.

Blue365 offers the best discounts from top brands including:



### Enhance your employee perks at No-Cost with Blue365:

All you need to do is register at [Blue365 Deals](#) and have your BCBS member ID handy.

### Get Exclusive Deals for Blue Members With Blue365®

Our members can access a wide range of savings from top health and wellness brands around the country with Blue365. Register for or sign in to Blue365 - This link opens in a new window to see special weekly deals, as well as ongoing deals on:

- Health products
- Health and fitness clubs
- Weight loss programs
- Healthy travel experiences
- And so much more!

Blue365 Deals is a national discount program that offers special deals and discounts on fitness

equipment, gym memberships, nutritious food, and many other products that promote healthy living. There are also many travel deals for when you need some well-deserved rest and relaxation. Members can also find savings on their mortgage and even discounts on pet supplies.

Most Blue365 discounts can be redeemed online or in person, making the program even more convenient and easy to use.

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## Summer HR Reminders

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Hard to believe we are already in July. The new school year will be here before we can all say Welcome Back!

Summer is a great time to take care of a few HR housekeeping items:



- Make sure all personal info is up to date. Remember to keep your employee information (your home address, emergency contacts, direct deposit, name change, etc) current and make sure your employer has the most current information.
- Review your benefits (if applicable). Now is a great time to double-check your health, dental, and retirement benefit selections. Have your needs changed? Make a list and keep an eye out for open enrollment dates coming later this Fall.
- Submit any life event changes. If you've had a qualifying life event - like marriage, a new child, spouse job loss/gain, etc - you may be eligible to update your benefits outside of open enrollment. Make sure to notify HR within 30 days of the event.

You can check these and more by logging into your [ADP Workforce Now](#) account. Be sure to submit any necessary changes through your ADP platform.

If you experience any trouble logging into ADP or have any questions, please feel free to reach out to your HR Team (listed below)!

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## Annual Health Exam

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Summer isn't just for vacations and barbecues -- it's also a great time to prioritize your health with an annual exam. With flexible schedules, longer days, and the kids home for summer break, it's easier to book and attend appointments.

Annual exams help catch potential health issues early, keep track of key metrics like blood pressure and cholesterol, and ensure vaccinations and screenings are up to date.

Staying on top of you and your families' health now means fewer surprises later.

So while you're making time for fun this summer, don't forget to schedule your physical, dental, and vision checkups!

# 12 Month Pay Program - Sign Up NOW for 25/26

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Start planning for the 2025/2026 school year's Holiday breaks and summer now by signing up for the 12-month pay program. If you are already enrolled, there's no need to sign up again! Your program will automatically roll over to the next school year.

By signing up, 25% of each paycheck will be set aside and disbursed as follows:

SCHOOL CLOSURE	# OF DAYS PAID	PAID ON
Thanksgiving Break	3 Days	12/09/25
Winter Break	10 Days	01/06/26
Spring Break	5 Days	03/31/26
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods	06/23/26 07/07/26 07/21/26 08/04/26 08/18/26

If you are not currently enrolled but would like to or have any questions regarding the program, please send an email to Lynda Sherman at [payroll@commrehab.org](mailto:payroll@commrehab.org) or Dusty Usher at [onboarding@commrehab.org](mailto:onboarding@commrehab.org).

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## \$500 Employee Referral Bonus Program

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The busy summer months are here and are the perfect time to refer-a-friend with our bonus program!



CRA Therapy strives to provide our therapists with quality service and career opportunities. We always appreciate it when our employees refer other associates to us and have developed a referral program to say thank you!

Please reach out to your Recruiter or Account Manager for more information about the program!

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## Remaining 24/25 School Year 12-Month Payment Dates

School Closure	# of Days Paid	Paid On
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods.	07/08/2025 07/22/2025 08/05/2025

## Important *July* Dates

July 4th	Independence Day
July 5th	National Play Outside Day

## HR is Here to Help

For Questions About:	Contact:
12-Month Pay Plan	Lynda, payroll@commrehab.org
401k Information	Amber, humanresources@commrehab.org
<a href="#"><u>Absence Request Form</u></a>	Catherine, timesheets@commrehab.org
Who do I notify if I need time off?	Your Account Manager (Danielle or Molly)
Change of Address	Update in ADP - www.workforcenow.apd.com

Direct Deposit - update info	Update in ADP - www.workforcenow.apd.com
Benefits (other than H.S.A.)	Amber, humanresources@commrehab.org
Health Savings Account (H.S.A.)	Lynda, payroll@commrehab.org
Employment Verification	Dusty, onboarding@commrehab.org
Name Change	Dusty, onboarding@commrehab.org
Referral Bonus Payment (if applicable)	Lynda, payroll@commrehab.org
SpringAhead Timesheets	Catherine, timesheets@commrehab.org
W4 - Make a Change W2 - Request a Copy	ADP - www.workforcenow.apd.com



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